

# KIPDA DISTRICT EARLY INTERVENTION COMMITTEE MEETING

November 27, 2006

## Minutes

K.I.D.S. Center, Louisville, Kentucky

Members/Designees Present: Ann Phillips, Mona McCubbin, Angie Guest, Barbara Borie, Becky Skrine, Sandy Milburn, Eileen Deren, Cindy Holmes, Melinda Atkins.

Members/Designees Not Present or Represented: Carrie Bearden, Lynn Webster, Michele Harmon, , Ann Finney, Shawna White, Karen Pass, Antoinette Judkins, Jon Lee, Jill Lemmenes, Christie Dwyer, Sue McGill, Julie Leezer, Sheila Abramson-Miles.

Staff Present: Alicia Dailey, Cathy Moser.

Guests Present: Liz Schumacher, U of L Neonatal Follow-up Program.

SUBJECT	DISCUSSION	ACTION
Minutes	Alicia emailed corrections to September minutes to DEIC members. October minutes were reviewed. Corrections on pages 1 & 4 needed.	Alicia Dailey will make corrections.
Point of Entry Report	Cindy Holmes reported. <u>1) Referrals:</u> 138 referrals for October. <u>2) Child Find:</u> Jelly Bean Club, T J Neighborhood House, Field Elementary, University Child Health Specialists, Neighborhood Place Northwest, Unseld Child Development Center, Bates Elementary, Smyrna Elementary, Pediatric Neonatal Specialists. <u>3) Provider Shortages:</u> None reported. <u>4) Results of program review of almost 100 records:</u> a) Areas showing excellence in practice included well-organized records, complete and consistent from chart to chart; good forms used consistently by all staff; 45-day timeframe met except for family driven reasons (Cathy Moser mentioned that the CBIS statewide POE report doesn't allow for family driven reasons); child outcomes were observable, measurable and repeatable. b) Areas needing action plan included documenting that the IFSP	

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	Meeting Notice is sent to the entire team; documenting time spent in the IFSP meeting versus pre and/or post meeting(s) with the parent/guardian. c) Suggestions included developing more family outcomes and more outcomes in general; reviewing the RBI and the process for obtaining information from families about their concerns and how those concerns impact routines.	
Technical Assistance Team Report	<p><b>Alicia Dailey reported.</b> 1) We need to be patient about the response time it takes for Central Office to answer questions from the field because new Central Office staff people are learning their jobs. 2) The federal government will be increasing their emphasis on financial accountability. This includes billing insurance. The feds want to be sure that the states are pursuing every dollar outside of federal and state funds. Becky Skrine expressed concern that most of the insurance billing has fallen on large agencies and a number of independents are not billing insurance as required.</p> <p><b>Cathy Moser reported.</b> She is chair of the Forms committee. One of the goals is to make the reports from the field consistent across the state. Cathy and Cindy Holmes are on this committee. Cathy is looking at a template for forms. Providers could still add additional info. Becky Skrine stated that there were different requirements for reports if insurance was being billed and also there are different elements for electronic reports. She volunteered to serve on this committee.</p>	Alicia will review insurance billing at the mandatory PSC Quarterly meeting, which will include how to respond to providers who say they don't bill insurance. Alicia can also send out an email reminding providers of their responsibility (A letter from the DEIC Chair had already gone out).
Provider Fair	Switch back to March rather than hold it in June of this year? The consensus was to go back to March. It will be held in the afternoon of the same day as the SC Quarterly Meeting (Tuesday, March 13 <sup>th</sup> ).	
Jefferson County Early Childhood Interagency Transition Agreement	Extensive revisions were made to the agreement. Changes were highlighted in yellow. Some deletions were also made.	Alicia will send revised document to Brenda Mullins.

**Lunch on December 12<sup>th</sup> at 12:12 p.m. (after SC Quarterly Mtg). Location TBA**